



Indianapolis Metropolitan Police Department

GENERAL ORDER

4.14

UNIFORM PATROL

POLICY

It is the policy of the Indianapolis Metropolitan Police Department (IMPD) to have uniform patrol coverage to allow for preventive and proactive patrol on a twenty-four (24) hour a day basis, every day of the week within the IMPD service area.

PROCEDURE

I. Shift Assignment

- A. Patrol shifts will be eight and a half (8 ½) hours in length with uniform officers working a schedule of six (6) days on and three (3) days off.
- B. Officers are assigned or reassigned to a shift as determined by the appropriate district commander and may be required to work any shift in order to better meet the goals and objectives of the department.
- C. During the F.T.O. (Field Training Officer) period of training, probationary officers will rotate shifts approximately three (3) times for a minimum period of twelve (12) weeks.
- D. Officers are assigned to patrol districts daily. Service area assignments are made by the shift supervisor as determined by the number of officers present and/or the needs of the community.
- E. Officers are assigned to a letter day at the discretion of a shift supervisor.
- F. Shift supervisors must maintain minimum coverage as directed by the district commander.

II. Shift Briefing (Roll Call)

- A. Roll call will be conducted at a frequency to be determined by the appropriate district commander. Roll call will commence approximately thirty (30) minutes prior to the previous shift's end time to ensure continuous patrol coverage. The elements of roll call may include, but are not limited to, the following tasks:
 - 1. Briefing officers with information regarding daily patrol activities, with attention given to unusual situations, major crimes committed, changes in the status of wanted persons, stolen vehicles, persons and/or locations that are hazardous to officers, and any progress in major investigations;
 - 2. Notifying officers of new and/or changes to current department policies or directives;
 - 3. Notifying officers of changes in schedules and/or assignments;
 - 4. Evaluating an officer's readiness to commence duties (i.e., inspection of uniforms and equipment, mental readiness, etc.);
 - 5. Roll call training, if applicable; and
 - 6. Specific instructions for use of discretionary time, if applicable.



- B. Officers must remain informed on roll call matters even when excused from roll call (e.g., roll calls missed due to vacations, sick days, court, and/or other approved absences). This may be accomplished several ways, including checking department email or speaking to a fellow officer or shift supervisor upon the officer's return.
- C. Unapproved tardiness to roll call or failure to be informed on matters covered but missed at roll call (excused or unexcused absences) may be grounds for disciplinary action. Officers must contact a shift supervisor immediately once it becomes apparent they will have an unapproved tardiness.
- D. District commanders should periodically send district detectives to roll call to facilitate the exchange of information between detective units and the shift personnel.

III. Patrol Response

- A. Calls for service may generally be classified into general, urgent, and emergency.
 - 1. The level of response may differ within each classification but the safety of the public and officers is the most important consideration.
 - 2. Officers will follow this directive when operating a department vehicle and abide by all other directives and laws concerning the operation of an emergency vehicle.
 - 3. Supervisors must ensure the correct level of response is used by officers.
- B. When a call for service is dispatched, officers must use the amount of information provided to determine if the call is general, urgent, or of an emergency nature.
 - 1. General calls require officers to proceed in a cautious, non-emergency manner.
 - a. General calls include, but are not limited to:
 - i. Reports;
 - ii. Neighborhood complaints; and
 - iii. Service calls (motor checks, security checks, etc.).
 - b. Normal driving techniques and all traffic law will be followed.
 - 2. Urgent calls require officers to proceed immediately.
 - a. Urgent calls include, but are not limited to:
 - i. Incomplete 911 calls;
 - ii. Break-in alarms; and
 - iii. Suspicious activity.
 - b. Normal driving techniques and all traffic laws will be followed.
 - 3. Emergency calls require the highest, most expeditious level of response.



- a. Emergency calls include but are not limited to:
 - i. Life threatening emergencies;
 - ii. Felonies in progress; and
 - iii. Officer calling for emergency assistance (Code One).
- b. Emergency calls require the operation of emergency lights and/or sirens.
- C. Emergency calls are reserved for circumstances when life, limb, or property may be in jeopardy or to increase the chances of apprehending a dangerous criminal. This classification of driving is reserved for officers operating with properly equipped emergency vehicles.
 - 1. Officers responding to emergency incidents other than those dispatched through Communications are guided by the most current information available.
 - 2. Communications and an IMPD shift supervisor shall be notified immediately of the incident and all pertinent information.
- D. Personnel shall exercise due caution at all times, regardless of the nature of a run, for the protection of life and property of the employee and others.
- E. Factors which determine the degree of response include, but are not limited to, the following:
 - 1. Nature and seriousness of the call;
 - 2. Relative geographic location to the call;
 - 3. Vehicle and equipment capabilities;
 - 4. Suspect(s) being alerted to the approach of the unit; and/or
 - 5. Road and/or weather conditions.

IV. Patrol Response – Investigative

- A. The preliminary investigation begins when the first officer arrives at the scene of a crime or suspected crime, and continues until the crime scene is released.
- B. The following activities are conducted as necessary during the preliminary investigation:
 - 1. Locate any injured parties and render aid and/or summon an ambulance;
 - 2. Determine if a crime has occurred and identify the nature;
 - 3. Identify, locate, and separate witnesses;
 - 4. Identify, maintain, and protect the crime scene (e.g., crime scene tape, perimeter, etc.);
 - 5. Summons additional assistance as needed (e.g., supervisor, detective, evidence technician, Crime Lab, etc.);
 - 6. Conduct interviews with victims and witnesses as necessary, considering the severity of the crime and whether a detective will respond to the scene;



7. Arrange for evidence to be processed and collected, considering whether a detective will respond to the scene;
8. Determine identity of suspect(s) when possible, effect an arrest; or broadcast description, mode and direction of travel, and known weapons;
9. Brief the responding detective or other officer assuming control of the investigation; and
10. Document all observed conditions and facts in an incident report.

V. Officer Discretion

Any dispatched police run that does not appear to be an emergency call shall be either a general or urgent call as defined in this general order.

- A. If an officer believes a true emergency exists on a dispatched police run, the officer may proceed at their own discretion using emergency driving conditions.
- B. The officer must be able to articulate the reasons and facts to support the decision.
- C. Supervisors must ensure they have the most up-to-date information about an incident to make certain the correct level of response is used by officers.